

State of Texas  
Records Retention Schedule

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2. AGENCY CODE: 537 3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

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\_\_\_ ADDENDUM PAGE

10. 106 No.

4. Records		7. RETENTION PERIOD			9. Remarks	
Series Item #	5. Agency Item #	6. Records Series Title	Agency	Storage	Total	8. Archival
506 - ENVIRONMENTAL EPIDEMIOLOGY AND DISEASE REGISTRIES SECTION (INCLUDES ENVIRONMENTAL/INJURY/TOXICOLOGY BRANCH & BIRTH DEFECTS EPI BRANCH)						
	729	FLUORIDATION DATABASE	PM		PM	
	932	FLUORIDATION PROGRAM APPLICATION FILES	AV		AV	Vital Record.
	2011	TRACKER DATABASE (BIRTH DEFECTS)	AV		AV	
	2012	CASEFINDING DATABASE (BIRTH DEFECTS)	AV		AV	
	2013	ABSTRACTION FORMS (BIRTH DEFECTS)	AV		AV	RETAIN ALL CASE ABSTRACTION FORMS FOR THE LATEST DELIVERY YEAR THAT HAS BEEN PUBLISHED IN A STATEWIDE DATA REPORT PLUS ALL CASE ABSTRACTION FORMS FOR THE PREVIOUS DELIVERY YEAR. CASE ABSTRACTION FORMS FOR ALL DELIVERY YEARS PRIOR TO THAT MAY BE DESTROYED.
	5546	FIELD SURVEY REPORTS (LEAD)	AV		AV	RECORDS TRANSFERRED TO CHILDHOOD LEAD POISONING PROGRAM BY REGULATORY SERVICES- ENVIRONMENTAL HEALTH.
	5572	TRAUMA REGISTRY (HOSPITAL)	AV		AV	DATABASE.
	5575	TRAUMA REGISTRY (PRE-HOSPITAL)	AV		AV	DATABASE
	6993	MULTIPLE SCLEROSIS (MS) INVESTIGATIONS	AC+5	15	AC+20	AC=PRODUCTION OF FINAL REPORT 10-537-553
	7252	DROWNING / SUBMERSION DATABASE	AV		AV	
1.1	3	CHILD BLOOD LEAD TESTING RECORDS	AC		AC	FREW. AC=CHILD'S 15TH BIRTHDAY (25 TAC § 37.334).
1.1	2079	INJURY STUDIES AND PRESENTATIONS	AV		AV	RETAIN PAPER NO LONGER THAN 3 YEARS. ELECTRONIC NO LONGER THAN 5 YEARS.
1.1	4490	HUMAN IMMUNODEFICIENCY VIRUS (ANONYMOUS TESTING)	AC+1		AC+1	AC=AFTER TEST DATE OR AFTER LAST DATE OF SERVICE; WHICHEVER COMES LATER, STORED IN OFFICE.

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ARCHIVAL CODES (Field 8) VITAL Record (Include in Field 9)

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1.1	4842	ATSDR COOPERATIVE AGREEMENT WITH DEPARTMENT OF HUMAN RESOURCES	AC+2		AC+2			ATSDR=AGENCY TOXIC SUBSTANCE & DISEASE REGISTRY AC=ENDING DATE OF AGREEMENT	
1.1	5585	HAZARDOUS SUBSTANCES EMERGENCY EVENTS SURVEILLANCE	AC+1	4	AC+5			AC=END OF THE PROJECT. (PROJECT ENDED OCTOBER 2009)	05-537-208
1.1	5587	KOPPERS SITE SPECIFIC SURVEILLANCE PROJECT	AC+3	17	AC+20				05-537-240
1.1	5592	UNITED CREOSOTING SURVEILLANCE PROJECT	AC+2	18	AC+20			AC=END OF THE PROJECT. (PROJECT ENDED 1997)	05-537-241
1.1	6174	CONTINUING EDUCATION DOCUMENTATION	FE+5		FE+5				
1.1	6213	ENVIRONMENTAL SURVEILLANCE	3	17	20				06-537-529
1.1.004	2537	BIENNIAL BUDGET REQUESTS	AC+6		AC+6	A		AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS. ONLY COPIES OF SUPPORTING DOCUMENT SUBMITTED TO THE LEGISLATIVE BUDGET BOARD ARE ARCHIVAL.	
1.1.006	3528	COMPLAINT FILES	AC+2		AC+2			AC=FINAL DISPOSITION OF COMPLAINT	
1.1.007	3818	INJURY ADMINISTRATIVE CORRESPONDENCE	1	3	4	R		Vital Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	
1.1.007	5576	CORRESPONDENCE, BIRTH DEFECTS	4		4	R		Vital Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	
1.1.007	5577	CORRESPONDENCE, HEALTH RISK ASSESSMENT AND TOXICOLOGY	4		4	R		Vital Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	

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1.1.008	3736	INJURY DATA REQUESTS	2	2		INCLUDES SOME E-MAIL.
1.1.008	4840	GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2	2		INCLUDES SOME E-MAIL
1.1.010	7238	DIRECTIVES (ANY DOCUMENT THAT OFFICIALLY INITIATES, RESCINDS, OR AMENDS GENERAL OFFICE PROCEDURES)	US+1	US+1		
1.1.020	5573	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1	AC+1		AC=DATE REQUEST IS FULFILLED; INCLUDES WRITTEN REQUESTS FOR PUBLICATIONS (TEXAS GOVT CODE 552.002)
1.1.021	5574	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2	AC+2		AC=DATE OF DENIAL OF REQUEST
1.1.024	7239	PLANS AND PLANNING RECORDS	AC+3	AC+3	R	AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS. DATA PROCESSING PLANNING RECORDS ARE NOT ARCHIVAL.
1.1.027	6826	PROPOSED LEGISLATION	AV	AV		
1.1.038	7240	CUSTOMER SURVEYS	AC	AC		AC=FINAL DISPOSITION OF SUMMARY REPORT. SEE ITEM NUMBER 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.
1.1.057	513	TRANSITORY INFORMATION	AC	AC		AC=PURPOSE OF RECORD HAS BEEN FULFILLED. INCLUDES TELEPHONE MESSAGE NOTIFICATIONS & SOME E-MAIL CONTAINING ROUTINE INFORMATION USED FOR COMMUNICATION, BUT NOT FOR THE DOCUMENTATION OF A SPECIFIC AGENCY TRANSACTION.
1.1.058	5579	MINUTES AND AGENDA, SCIENTIFIC ADVISORY COMMITTEE AND TRAUMATIC BRAIN INJURY ADVISORY COUNCIL	PM	PM	A	Vital Record.

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1.1.065	4836	ENVIRONMENTAL EPIDEMIOLOGY COMPLETED QUESTIONNAIRES FROM INVESTIGATIONS	AV	AV	RETAIN PAPER NO LONGER THAN 3 YEARS AND ELECTRONIC FILES NO LONGER THAN 5 YEARS AFTER REPORT IS COMPLETED OR PURPOSE OF THE RECORDS IS FULFILLED.
1.1.065	4846	EPIDEMIOLOGY ANENCEPHALY REGISTRY (1981-CURRENT)	AV	AV	
1.1.065	4847	CANCER CLUSTER INVESTIGATIONS	4	4	
1.1.065	4848	OCCUPATIONAL DISEASE SURVEILLANCE (LEAD)	AV	AV	ART 99.1, TITLE 25, TAC
1.1.065	4850	OCCUPATIONAL DISEASE SURVEILLANCE (PESTICIDE POISONING)	AV	AV	
1.1.065	4851	OCCUPATIONAL DISEASE SURVEILLANCE (ASBESTOS-SILICOSIS)	AV	AV	ART. 99.1, TITLE 25, TAC
1.1.065	4853	ENVIRONMENTAL & OCCUPATIONAL STUDIES, INVESTIGATIONS, & CONSULTATIONS (FINAL REPORT)	AV	AV	
1.1.065	4860	GENERAL SURVEILLANCE	AV	AV	
1.1.065	5582	BIRTH DEFECT CLUSTER INVESTIGATIONS AND REPORTS	AV	AV	Vital Record.
1.1.065	5583	BIRTH DEFECT REGISTRY DATABASE	AV	AV	Vital Record.
1.1.065	5586	INJURY SURVEILLANCE (INTENTIONAL AND UNINTENTIONAL): SUBMERSION, SPINAL CORD, TRAUMATIC BRAIN, TRAUMA REGISTRY PAPER REPORTING FORMS	AV	AV	AFTER DATA FROM THE PAPER FORM IS ENTERED INTO A DATABASE, THEN THE PAPER FORMS CAN BE DESTROYED.
1.1.065	5588	LAKE LIVINGSTON QUESTIONNAIRE	AV	AV	

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1.1.065	5589 NEURAL TUBE DEFECT SURVEILLANCE (CAMERON AND HIDALGO COUNTIES)	AV	AV		Vital Record.
1.1.065	5591 SITE SPECIFIC FILES (RAW DATA)	AV	AV		
1.1.067	7241 REPORTS AND STUDIES (NON-FISCAL)	3	3	R	REPORTS WITH HISTORICAL RELEVANCE MUST BE SENT TO THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION-OFFICE OF THE STATE ARCHIVIST.
1.1.069	5581 EMPLOYEE REPORTS, MONTHLY WORKLOAD MEASURES 1		1		
1.1.070	5580 POLICY AND PROCEDURES MANUAL-BIRTH DEFECTS- FINAL	AC+3	AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.070	5594 RULES AND REGULATIONS, BIRTH DEFECTS- FINAL	AC+3	AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.070	5595 RULES AND REGULATIONS, SCIENTIFIC ADVISORY COMMITTEE- FINAL	AC+3	AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.070	6819 AGENCY RULES, POLICIES, AND PROCEDURES - FINAL	AC+3	AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
1.1.071	1308 AGENCY RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3	AC+3	R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.
2.1.007	5272 SOFTWARE PROGRAMS	AC	AC		Vital Record. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USEABLE IN A NEW SOFTWARE ENVIRONMENT OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE SOFTWARE TO BE RETRIEVED AND READ. (13 TAC 6.94(a)(1))
2.2.016	5989 SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3	LA+3		Vital Record.

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3.1	6710	POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS)	AC	AC	AC=FIRST LEVEL REMINDER IS 3 MONTHS; SECOND LEVEL REMINDER IS 6 MONTHS WITH A COPY TO EMPLOYEE'S MASTER EMPLOYEE FILE; THIRD LEVEL REMINDER IS 12 MONTHS WITH A COPY TO EMPLOYEE'S MASTER EMPLOYEE FILE. BEGINING AUGUST 2005 SUPERVISORS USE Employee Development Notes IN CAPPS TO DOCUMENT SECOND AND THIRD LEVEL REMINDERS, BUT A PAPER COPY IS STILL FORWARDED TO HHSC HR FOR EMPLOYEE'S MASTER PERSONNEL FILE.
3.1.014	4843	EMPLOYMENT SELECTIONS (INCLUDES INTERVIEWS NOTES & DOCUMENTATION OF HIRING PROCESS; APPLICATIONS FOR EMPLOYMENT - NOT HIRED)	2	2	Vital Record maintainted by CAPPS only. Send all records to CAPPS. CAPPS HAS FULLY ASSUMED THIS FUNCTIONALITY AS OF SEPT 2006.
3.1.019	265	PEFORMANCE APPRAISALS/JOURNALS	AC+5	AC+5	MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE. AC=TERMINATION OF EMPLOYEE. CAPPS ASSUMED THIS FUNCTIONALITY IN AUGUST 2005. HHS-HR MUST RECEIVE ALL PERFORMANCE APPRAISALS THAT ARE NOT ALREADY IN CAPPS. HHS-OGC REQUESTED LONGER RETENTION PERIOD.
3.3.015	2777	POSITION/JOB CLASSIFICATION REVIEW FILE	US+3	US+3	
3.3.020	2805	WORK SCHEDULES/ASSIGNMENTS, DUTY ROSTERS	1	1	
3.3.023	5270	REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATIONS (INCLUDES TRAVEL)	FE+3	FE+3	TRAVEL WITH STATE FUNDS; TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.
3.3.026	4828	MANPOWER LISTS (STAFFING REPORTS)	US+3	US+3	
3.4.004	5016	OVERTIME AUTHORIZATION	FE+5	FE+5	BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.

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3.4.007	4839	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+5		FE+5	BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS.	
3.4.008	2789	SICK LEAVE POOL DOCUMENTATION	FE+5		FE+5		
4.7.008	5271	FEDERAL GRANT FISCAL RECORDS	AC+3		AC+3	Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENT TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).	
5.1.001	2086	INJURY RFPS AND CONTRACTS	AC	7	AC+7	Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS; UNLESS FEDERAL MANDATES REQUIRE A LONGER RETENTION PERIOD.	(120)05-537-074; (500)10-537-555; (599)05-537-307; (550)10-537-554; (642)05-537-498;  05-537-383; 05-537-483
5.3	3105	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+3		FE+3		
5.3.007	6820	RFPS NOT FUNDED	FE+3		FE+3	SEE 5.1.001 FOR FUNDED RFPS	
5.4.012	7250	SECURITY ACCESS RECORDS	AC+2		AC+2	Vital Record. (INCLUDES MOU AND AGREEMENTS TO ACCESS DSHS WEB APPLICATIONS.) AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER SOONER.	

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